

ELK GROVE COMMUNITY SERVICES DISTRICT  
SPECIAL BOARD MEETING  
TUESDAY, NOVEMBER 29, 2005 – 6:30 p.m.  
MINUTES

ATTENDANCE:

Directors present included Elliot Mulberg, Gil Albiani, Gerald Derr, Doug McElroy and Elaine Wright.

General Manager Donna Hansen, Chief Operating Officer Jeff Ramos, Deputy Fire Chief Steve Foster, and Administrator of Parks and Recreation Sue Wise were also present.

A. CALL TO ORDER/PLEDGE OF ALLEGIANCE

1. President Mulberg called the meeting to order at 6:34 p.m.
2. Samantha Wallace led the Pledge of Allegiance.

B. ANNOUNCEMENTS/PRESENTATIONS

1. The Board received a presentation by Information Systems Manager Jack Haddon regarding the CSD new web site design. Jack thanked staff for their help in the development of the website by providing input and demonstrated the easier navigation of the site which was developed through customer's perspective. Staff will soon be able to update content on the website themselves without assistance from IT staff.
2. The Board received a presentation by Recreation Supervisor II Zach Jones regarding the success of the 2005 Elk Grove Community Harvest Festival. Zach recognized and thanked event sponsors, committee members and staff for their part in this year's event.
3. The Board received and acknowledged correspondence of appreciation presented by General Manager Donna Hansen.

C. GENERAL MANAGER/DEPARTMENT HEAD REPORTS

1. General Manager Donna Hansen reports staff has been diligently working on Skate Park issues and should bring a report to the Board in December. The next meeting will contain an overview of SB135 (Community Services District Law – Rewrite) and AB 1234 (Local Agency Compensation and Ethics). The next meeting may be at the Administration Building if renovation is complete and will put the information in the next board packet.

2. Chief Operating Officer Jeff Ramos reports the outside auditors completed their audit fieldwork on October 20. In the month of October, 1,568 invoices were processed, 684 checks cut, payroll was processed for 415 employees, one easement agreement was processed, the annual budget was completed and submitted to CSMFO for award, and the annual State Controller's Report was completed.  
Human Resources: Interviews and hiring was conducted for 5 positions and recruitment/application review was conducted for 6 positions. Open enrollment ended October 15 with employee changes being processed and also processed retirement paperwork for two employees.  
Facilities: Continued oversight of Station 72, as well as the remodel of the Board Room and Ehrhardt House. New doors were installed on the Fire Admin offices and the parking lot was paved. There were 49 work orders completed, and a total of 99 facility rentals during October. Gang and Narcotic Recognition Training was also conducted for District staff.  
Technology: Data network and equipment was installed at Fire Station 72, anti-spam software was installed district-wide, telephone system training was provided for Admin and Fire Admin Staff, and the new website was presented this evening.
3. Recreation Supervisor II Samantha Wallace reports Pat Perez Park in Lakeside as completed, six parks in construction or documentation, and one park in project planning phase.  
Parks Administration: Carolyn Baptista is new Administrative Specialist II in the Administration Division. Staff has developed a Cost Allocation Methodology for department programs and will be presenting it to the Board this evening.  
Maintenance Division: During October, there were 231 maintenance work orders completed, 60 trees pruned, 38 trees planted, a memorial park bench was installed, and repairs and maintenance were done to several other parks.  
Recreation Division: A number of teens attended the Halloween teen dance and a water polo tournament was held October 1. A Halloween craft workshops was very popular and instructor contracts are being finalized in preparation for the Winter/Spring Activity Guide.  
Sports Section: The first Jr. WNBA season started and the first annual Harvest Softball Tournament was held during the 11<sup>th</sup> Annual Harvest Festival which was a huge success.  
Youth Development: KCHQ attendance increased during October, staff had refresher training on department and program forms, and preschool classes took field trips to a local pumpkin patch.
4. Deputy Fire Chief Steve Foster reports staff continued to lend their support for hurricane victims in South Florida, and have initiated the process of self-assessment with our consultant. There were 782 calls for service in October.  
Training: The Training Tower has had some electronic malfunctions that are being addressed. The building and many of its components are still under warranty. Regularly scheduled drills were conducted and the facility was also used for the Rescue 3 International Instructor Conference and The California Maritime Academy rented the facility two days in October.

Public Education/Public Relations: There were 15 child safety seats inspected and over 300 students and their teachers and parents toured Elk Grove CSD fire stations in observance of Fire Prevention Week in October. Several area schools were visited, and the Fire Department joined the Parks and Recreation Department at the Harvest Festival. Our annual "Check Your Clock-Change Your Battery" event was held and passed out over 2,000 smoke detector batteries to residents in older homes. On October 31, several off-duty fire department volunteers visited the UCD Medical Center children's ward for their Halloween celebration.

Fire Prevention: 13 tenant improvement plans were reviewed, 26 sprinkler plans were reviewed, 9 fire alarm systems, 4 civil engineering plans, 25 miscellaneous projects, 7 planning referrals, 2 subdivision plans, and 41 resubmitted plan checks were also reviewed.

Investigations: There were 9 fire investigations in October, 4 misdemeanor citations to juveniles issued, and 2 parking citations issued.

#### D. COMMUNICATIONS FROM THE PUBLIC

Dan Quiggle, Engineer with EGCSF Fire Department - was recently elected to the Executive Board of Local 522. Wanted to introduce himself to the Board and invited everyone to their holiday party.

Scott Crawford – here on short notice; found out that organized sports were not being allowed in Jack Hill Park; original plan included fields; they want space for tournaments.

#### E. CONSENT CALENDAR

1. The Board approved the October 29, 2005 District Goals Workshop minutes. Derr-Wright; unanimous
2. The Board approved the November 1, 2005 Regular Board Meeting minutes. Derr-Wright; unanimous
3. The Board ratified payment of the October, 2005 bills and payroll, and received and filed the Budget Status Reports for the month of October, 2005. Derr-Wright; unanimous
4. The Board adopted the Amendment to Policy No. 0011 – Board By-Laws. Derr-Wright; unanimous
5. The Board approved Resolution No. 2005-141 rejecting in whole the claim filed by Vera Bothelho. Derr-Wright; unanimous
6. The Board approved the lease agreement between EGCSF and Elk Grove Cal Ripken Baseball to operate the concession building (snack bar) at Rau Park. Derr-Wright; unanimous
7. The Board authorized staff to begin recruitment process for full-time Facility Coordinator II – Group Picnic Rental position. Derr-Wright; unanimous
8. The Board approved the employment contract for Steve A. Capps, Director of Communications and Marketing. Derr-Wright; unanimous
9. The Board declared surplus a 1994 Chevy Caprice sedan (Unit #22, License #363268). Derr-Wright; unanimous

## F. ADVERTISED PUBLIC HEARINGS

None

## G. PUBLIC HEARINGS

I. None.

## H. STAFF REPORTS

- I. The Board reviewed the Machado Dairy, East Meadows and Quail Ridge Park Master Plans presented by Fred Bremerman and Paul Mewton. Fred reviewed the options for Machado Dairy Park, East Meadows Park and Quail Ridge Park. Staff recommendations are based on community input. Staff also requested approval for an RFP to update the Park Matrix, but the board directed staff to bring this item to them at a future meeting.

Ruth McGaughey – wants soccer field more than baseball field in Quail Ridge; wanted the park to be family oriented, not sports oriented.

Gerue Olivera – wants soccer field and informal grass area; wants Option 2 for Quail Ridge.

Jenny Baker – wants large play area with open space; would like a stage in Machado Dairy Park for bands.

Cheryl Gargugliano – wants Option 2 for Machado Dairy Park; likes open area and there will be more sports fields in Bartholomew Park.

Machado Dairy Park – Board approved Option 2 with additional shade structure located near the soccer field;

East Meadows Park – Board approved the plan;

Quail Ridge Park – Board approved Option 2.

Derr-Albani; unanimous

2. The Board received a report presented by Administrative Analyst Kelly Gonzalez regarding Cost Allocation Methodology for Recreation Programs, which balances service value with cost recovery, and requested board direction.

Dyric Ramirez – look more at flat taxes instead of recovery.

The Board directed staff to come back in January with revisions.

## I. BOARD OF DIRECTORS BUSINESS

None.

J. COMMUNICATIONS FROM THE PUBLIC (Agendized items)

None.

K. IDENTIFICATION OF ITEMS FOR FUTURE MEETING

1. Director Wright asked that the RFP for an Update of the Park Matrix come to the Board for review.
2. Director McElroy asked staff to work with speaker, Scott Crawford, regarding the Jack Hill Park issue.
3. Director Mulberg asked staff to look into Brian Chew's (Chezimme Estates) concerns and bring forth to the Board.

L. ADJOURNMENT TO EXECUTIVE SESSION

The Board adjourned to Executive Session at 9:53 p.m.

M. EXECUTIVE SESSION

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

*Pursuant to Government Code Section 54956.9 (a)*

Elk Grove Community Services District vs. City of Elk Grove

Sacramento Superior Court Case No. 05A200612

N. REOPEN REGULAR MEETING

The Board returned from Closed Session to reconvene the special Board meeting at 11:20 p.m. and President Mulberg announced direction was given to the District's Legal Counsel with regards to the closed executive session item.

O. ADJOURNMENT –

With no further business, the meeting was adjourned at 11:20 p.m.